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25X1A9a

To: [redacted]

From: [redacted] 25X1A2g

Re: [redacted] Procedure. 25X1A2g

File [redacted] 25X1A2g

Dec
10 June 1959

Problem:

1) The OCR analyst must transit from [redacted] 25X1A6d to "L" Bldg via shuttle Bus. This requires one hour away from her desk for 1-3 documents, longer if documents are involved of more numerous.

2) Over 1/3 of the documents coded at "L" Bldg by the OCR analyst are never released by the 71 area desk analyst.

3) The OCR analyst receives the document before the 71 area desk analyst and therefore must code without benefit of comments and expansions which the area desk provides on the released document

4) The 71 area desk receives the mat in order to read comments and expansions. The OCR analyst codes on a cover sheet and the codes are added to the mat by code secretariat when it is released by 71. Since the code secretariat typist is not familiar with the ISC there are frequent errors in the typing of the codes.

Suggested Solution:

The OCR Analyst should be allowed to code the documents on the mat after they have been released by 71. This would save the time involved in coding

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documents which are never released, allow OCR to benefit from the 71 comments and expansions, and allow OCR to type the codes correctly on the mat.

Additional Problems:

This will increase the time between receipt & release of [redacted] documents approximately 30 minutes (the time required for the OCR analyst to be notified and to travel to "L" Bldg.) Since the tape is received only once a day, but the 71 desk may release the documents several times during the day, the OCR analyst may make more trips and thus spend more time on the project than she is now spending. However the coding will be improved with the benefit of the 71 comments.

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